

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

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4/30/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

___ ORIGINAL SUBMISSION

___ RECERTIFICATION

___ REPLACEMENT PAGE

___ ADDENDUM PAGE

4. Records Series Item #	5. Agency Item #	6. Records Series Title	7. RETENTION PERIOD			8. Sec	9. Arch	10. Med	11. Vital	12. Remarks
			Agency	Storage	Total					
		131 - BOARD OF HEALTH								
1.1	867	ADVISORY COMMITTEE FILES	AV		AV	O		O		PAPER, ELECTRONIC
1.1.007	893	CORRESPONDENCE, ADMINISTRATIVE MEMOS, LETTERS RELATING TO THE OPERATION OF THE OFFICE OF THE BOARD OF HEALTH	3		3	O	R	P	X	
1.1.008	894	CORRESPONDENCE, GENERAL	1		1	O		O		PAPER, ELECTRONIC
1.1.013	896	ITINERARY INFORMATION APPOINTMENT CALENDARS, SCHEDULES, DESK CALENDARS, AND OTHER SCHEDULE MATERIAL	CE+1		CE+1	O		O		PAPER, ELECTRONIC
1.1.025	900	POLICIES & PROCEDURES MANUALS STATEMENTS OF THE AGENCY'S MAJOR FUNCTIONS AND THE METHODS OF IMPLEMENTATION; MANUAL OF FUNCTIONS & PROCEDURES OF THE TEX. BOARD OF HEA	US+3		US+3	O	R	P	X	
1.1.057	558	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.058	897	MEETING MINUTES, ATTACHMENTS, AND AGENDAS OF THE TEXAS BOARD OF HEALTH	PM		PM	O	A	P		
1.1.060	1758	MEETINGS - AUDIO & VIDEOTAPES	AC+90 DAYS		AC+90 DAYS	O		O		AUDIOCASSETTES
1.1.062	2530	SUPPORTING DOCUMENTS/ATTACHMENTS TO BOARD MEETING MINUTES	3	7	10	O	A	P		PROPOSALS, SUPPORTING DOCUMENTS SUBMITTED TO THE BOARD OF HEALTH, THESE ARE HISTORICAL RECORDS BEING RETAINED FOR TEN YEARS FOR REFERENCE PURPOSES, MOST, IF NOT ALL, QUESTIONS ARISE ABOUT THESE RECORDS IN THE FIRST TEN YEARS. 90-501-061
3.1.001	473	APPLICATIONS FOR EMPLOYMENT-NOT HIRED	2		2	O		P		MAY CONTAIN CONFIDENTIAL INFORMATION.
3.1.014	477	EMPLOYMENT SELECTION NOTES	2		2	O		P	X	MAY CONTAIN CONFIDENTIAL INFORMATION
3.1.019	474	PERFORMANCE JOURNALS	2		2	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.

RETENTION CODES (Field 7)

MEDIUM CODES (Field 10)

ARCHIVAL CODES (Field 9)

SECURITY CODES (Field 8)

VITAL CODES (Field 11)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

O - Open Record
C - Confidential

Indicate with an X

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131 - BOARD OF HEALTH

3.1.020	479	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5	AC+5	O	P	MAY CONTAIN CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
4.5.002	906	INTERNAL MANAGEMENT REPORTS EXPENSE REPORT OF THE MEMBERS OF THE TEXAS BOARD OF HEALTH AND THE COMMISSIONER OF HEALTH	FE+3	FE+3 *	O	P	
5.1.004	892	MAIL AND TELECOMMUNICATIONS LISTINGS	US	US	O	P	

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